

OUTSIDE ACTIVITIES

As an Executive Branch employee you are subject to a number of limitations on the outside activities in which you may be involved. You may not have outside employment or be involved in an outside activity that conflicts with the official duties of your position. An activity conflicts with official duties:

- if it is prohibited by statute or by SBA regulations; or
- if the activity would require you to be disqualified from matters so central to the performance of your official duties as to materially impair your ability to carry out those duties.

You generally may not be paid for outside teaching, speaking and writing if the activity relates to your official duties. However, there is an exception that would allow you to be paid for teaching certain courses at accredited educational institutions. You may not use your official title or position (except as part of a biographical sketch or for identification as the author of an article with an appropriate disclaimer) to promote a book, seminar, course, program or similar undertaking.

You may engage in fundraising in a personal capacity, subject to several restrictions. You cannot solicit funds from subordinates. In addition, you cannot solicit funds from persons who have interests that may be affected by SBA, such as those who are regulated by, seeking official action from, or doing business with SBA. You also cannot use or permit the use of your official title, position or authority to promote the fundraising effort.